

# Director's Report

## September 2019

### Mission Moment

The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

- In September, we wished Roxanne good luck in her retirement, and we continued transition planning. Amy Eisenschink has taken over as interim materials manager. She is cross training with Roxanne on any items she may not be familiar.
- MPL has won first place in Battle of the Books for the 6<sup>th</sup> year in a row. Congratulations to Lisa and her team! Battle of the Books is a competition between the six libraries. Throughout the summer, each library works with a group of teens on trivia related to assigned books. In September, they compete based on this trivia.

### Personnel

- Roxanne Staveness, Materials Manager, has submitted her retirement notice effective September 11. We will begin transition planning with Amy Eisenschink promoted to interim Materials Manager after September 11 until the position is filled.
- Job descriptions: Amy and I worked on the materials manager and director job description this month. Next month, we will move onto director job description. We will revise all the job descriptions before presenting them to the Library Board. We will also get feedback from the management, personnel, and HR Director. We are utilizing our area libraries for comparison.
- Performance Management and Pay committee: The committee met on September 20 to discuss training plans for staff. We decided to separate Kronos training from PMP training. We developed the training plan with sessions set for the first week in October. One of the sessions will be recorded for anyone unable to attend one of the four sessions scheduled.
- Establish and send out manager 360 reviews for staff input

### Staff Development

- September 9: Business Connects with Government Luncheon - CBD: A Natural Cure-All or Just a Fad?
- September 12: Digital Projects Toolkit part 2
- September 13: All Staff meeting at Strand Adventures. We were able to tour this facility and they led teambuilding activities for all staff.
- September 19: Digital Projects toolkit part 3
- September 25: nonprofit fundraising workshop – double revenue with data and digital fundraising
- Consultation with legal on citizen audit guidelines in relation to library operations; communicated to staff

### Outreach Activities

- September 16 – nonprofit executive meeting, hosted at MPL, and organized by Chamber
- National Library Week: management discussion and revision to National Library Week. We are proposing to change this format in 2020. Instead of asking businesses for deals, we will be purchasing a \$5 gift card to their business if they choose to participate. This gift card goes into

the grand prize drawing. The public can participate by shopping local during this week. When they shop local at a participating business, they will receive a stamp. Each stamp translates into raffle entries into the grand prize drawing.

- September 18: Noon Rotary Board meeting
- September 18: Boys and Girls Club Advisory Board meeting
- MPSD collaboration meeting on September 23: continue conversation on collaboration sessions with staff from each entity and marketing of VLCs at their schools
- Revolving art displays: I met with Greg from RWAM to discuss the idea of having revolving art displays with RWAM's collection as well as with local artists. We brainstormed some ideas, and we are hoping to continue moving forward with this in 2020.
- September 24: Karen and I met with Eric from MPU IT. With our opening at MPL in IT, we discussed the possibility of merging IT services. At this time, it does not work as we need a dedicated in house IT staff member. At the same time, we will look for our new IT Technician to receive cross training from their IT and work more closely than we have in the past.
- Historical display during the holidays at MPL: we are working with MCHS and Barb for a 1960's vignette display in MPL celebrating 60 years of Mirro Evergleams. We will meet in October to continue planning for this.
- September 27: video promotion of MPL and the City of Manitowoc. Vagabound Studios recorded me in the library for the promotional video they are creating for the city.
- Outreach with MPSD to see if they have teachers or staff who would like to be adjudicators for the annual Scholastic Awards.
- 2020 Foundation fundraiser: a committee of staff and Foundation Board members have been established. We began meeting in July to discuss ideas for a fundraiser for 2020. We are starting work on a fundraiser that does not require an event, which would eliminate a lot of the cost, and instead focus on sponsorships. We will be seeking approval of this fundraiser at the September Board meeting for implementation shortly after. In the meantime, we have developed a solicitation letter; marketing insert and example banner in advance of Foundation Board meeting and Library Board meeting.
  - September: finalize fundraiser letters; mailed out sponsor letters; assigned businesses to Foundation board members to follow up on; order example fundraiser banner
- Contact new Alder and establish orientation to MPL; meeting scheduled for October

#### **Operations Activities**

- September 9- Friend's monthly board meeting
- SILLI grant committee: review applications from staff and assign two new staff to this committee for review of SILLI grant applications. Welcome Amy and Judy to this review process.
- September 13: LARS meeting
- September 13: MCLS Directors meeting
- September 19: Discussion with MCLS on collection agency fines and overdue notices. This continues a conversation researching other collection agencies
- Revision and annual update to master password list
- Consultation with Netspot for implementation of self-serve laptop unit; finalize contract and establish next steps; we also developed and approved a mobile device usage agreement in collaboration with legal; waiting on implementation date and finalized installation guidelines
- Brainstorm and consultation with MCLS IT Technician on monthly reports; revisions to streamline the reports I receive to ensure they are beneficial tracking of information
- Revision to monthly Board statistics

- Redesign updates- Here are the updates for September:
- Investigation into Window Treatments and heating options for the new Service Desk
  - Mags/News/DVD/CD Moving Completion-10/15
  - Teen area redesign: continued discussion and planning for this area based on funding from MPL Foundation. Lisa will have final plan, layout and estimates for October.
  - Old east side Reference Desk electrical/data has been excavated. Certified Builders starting Monday, 9/16 for demo, relocate, refurb to front northeast corner. Awaiting Check Elect on wiring for finishing work.
  - DEMCO table/chairs/accessories arrived week of 9/16-9/20.
  - Crank tables for makerspace have arrived
  - Materials are being organized into the cabinets in the makerspace
  - Doghouses on countertops along Quay Street windows have been installed and patrons are using them.
  - KI installed glass walls in makerspace
  - Makerspace blinds were installed/hung by Sunday, 9/8.
  - First Floor service desk: schematics have been determined and the desk is being moved into its final location.
  - New book displays are all now stocked and out on the main floor.
  - Pendant lights have been finalized for makerspace and purchased. Installation will occur after glass wall install.
  - Cabinet keys are now tagged for each makerspace cabinet. Stacey will get duplicates made.
  - Our next focus is on the finalization of Netspot, moving of final collections and badging procedures for the Idea Box.
- 2020 Budget planning: All budget documents were submitted in August to the Mayor. On September 10, Barb Bundy-Jost, Finance Chair, and I met with Mayor and Finance Director. After lengthy discussion, the Mayor mentioned he may decrease the funding to the library by the \$17,000 increase from the county. The Mayor will make his recommendation to the Council on October 21. It will then go to City Finance Committee meetings and then to Council for approval in November.
- September 11: Downtown Manitowoc meeting
- September 11: Personnel Committee meeting for city; EPM revisions were approved. I will bring these revisions and others to the Library Board for approval at their September board meeting.
- OpenGov: I met with OpenGov rep on September 20. We continued uploading of data and development of reports. This software is available through the city. We are working on developing the format of the reports for the data to be in. I have been working with our OpenGov consultant for setting up these reports as well.
- Front library lawn: the city council is interested in diverting \$50,000 from two park projects in order to provide activity/park equipment on the north lawn of the library. In September, we met with city staff and local educators. We shared our proposed plan from the library. We will meet again in October with additional ideas for discussion.
- September 16: Committee of the Whole meeting
- September 16: Common Council meeting
- September 17: Consultation and training with rep from Collection HQ
- September 17: Foundation Board meeting
  - Review of Tax Preparation Invoices (discussion)

- Revision to MPL Foundation brochure (discussion) – committee set to begin this revision and bring back to board
- Foundation Endowment Wall (discussion) – establish as donations to endowment
- 2020 Fundraiser (discussion) – every board member will self-assign themselves to six businesses to follow up with
- Great Decisions Legacy Fund (discussion) – approved to move forward with establishing a separate endowment to support this fund in perpetuity. We need donations in excess of \$100,000 to make that happen
- New Board Member Recruitment (discussion)
- Fall fundraising letter (action requested) –committee established to develop this for mailing this fall
- Update mailing list (discussion)
- Change of Meeting Frequency/Possible Revision of Bylaws – due to length of agendas we will be moving to every two months for meetings

### **Significant Statistics and Activities**

- We are currently in the process of filling two key positions: IT Technician and Materials Manager.

### **What's coming up?**

- Amy and I will continue revising job descriptions over the next few months.
- The redesign is well underway. We are now integrating the West Foundation grant and teen redesign into this timeline. Our final steps will be planning our ribbon cutting event.
- Advocating for 2020 budget with Mayor and Council
- Continued development and planning for 2020 Foundation Fundraiser
- Continued development of ideas for north library lawn in collaboration with city
- Planning for National Library Week 2020
- Planning for November 1 leadership in-service
- PMP training sessions in beginning of October
- Finalize OpenGov reports and views
- Posting, interviews and hiring for IT Technician and Materials Manager
- Annual evaluations for staff